NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM (APRIL 30, 2012 PAYDAY)
CONSTANT ACCRUAL OF VACATION AND 100% SICK TIME

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Frequently **A**sked **Q**uestions

For more details on these issues and other information visit the Employee Portal: http://mylacounty.gov or ask your personnel or payroll manager.

What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). Under eHR, employees will see a simplified method for accruing Vacation and 100% Sick Time.

eHR Highlights!

- Replacing a 20-year old personnel and timekeeping system (CWTAPPS)

- First Payday: April 30, 2012

- Simplified Salary Calculations

- Greater Access to Personal Information through Employee Self Service (ESS)

What Do I Need to Know?

ACCRUAL OF VACATION TIME

The current practice for determining the amount of Vacation and 100% Sick Time an employee earns is based on the employee's paid hours (excluding overtime hours). Because an employee's paid hours can vary each pay-period, the amount of Vacation and Sick Time earned can also vary from pay period to pay period.

Under eHR, employees will be granted a fixed number of Vacation and 100% Sick hours each pay-period.

Does This Impact My Leave Accrual?

Each pay period you will receive a consistent amount of leave benefit time until your maximum benefit is reached. You will reach your benefit maximum by the same time of the year as you did previously, usually by December. Both the current process and eHR reduce the leave benefit accrual for any unpaid scheduled hours.

The Granting of Part Pay Sick benefits will not change. Eligible employees will continue to have Part Pay Sick Time available at the beginning of each year in an amount based on their continuous years of service.

ACCRUAL OF 100% SICK TIME

The semi-monthly Sick Time accrual rate for a 40-hour employee will be 4:21 hours up to their annual accrual maximum (64, 80, 88 or 96 hours) and the accrual rate for a 56-hour employee will be 6:32 hours up to the accrual maximum (120, 132, or 144 hours). There will be no delay in the amount of time that it takes to achieve the maximum benefit.

For more information on the new eHR System, please visit the LA County Employee Portal at: **http://mylacounty.gov**

Accrual of Vacation Time
Example

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Example

Under our current practice, an employee with three years of County service would have earned the following Vacation (shown as hours and minutes) for April through June of 2012:

	1st Half of Month	2nd Half of Month	Monthly Total
April	3:31	3:31	7:02
May	3:31	3:45	7:16
June	3:31	3:31	7:02
TOTAL	10:33	10:47	21:20

Under eHR the employee will earn the following in the same time period:

	1st Half of Month	2nd Half of Month	Monthly Total
April	3:35	3:35	7:10
May	3:35	3:35	7:10
June	3:35	3:35	7:10
TOTAL	10:45	10:45	21:30

The FAQs provide a list of all of the 2012 Vacation Accrual Rates.